

MONITORING REPORT

SUPERINTENDENT LIMITATIONS POLICY 4.2 BUDGET /FINANCIAL CONDITON

October 20, 2020

I hereby present my monitoring report on your Limitations Policy, 4.2 Budget/Financial Condition according to the schedule set out. I certify that the information contained in this report is true.

Signed  \_\_\_\_\_, Superintendent Date: October 20, 2020

POLICY STATEMENT:

“THE SUPERINTENDENT SHALL NOT CAUSE THE DISTRICT TO FALL INTO FISCAL JEOPARDY NOR ALLOW EXPENDITURES TO DEVIATE SUBSTANTIALLY FROM COUNCIL PRIORITIES AS ESTABLISHED IN ENDS POLICIES.”

BOARD POLICY PROVISIONS:

The Superintendent shall not:

- 1.0 Expend more funds than have been received in the fiscal year to date.

DATA: Attached is the budget expenditure plan to March 31, 2021.

**I report compliance.**

- 2.0 Neglect to inform Council of resources being allocated to the implementation of the District Education Plan.

DATA: The Council is informed of resources being allocated to the implementation of the District Education Plan through the budget proposal and various monitoring reports throughout the year.

**I report compliance.**

- 3.0 Fail to include an expenditure report of the District Education Council's specific Operating Budget.

DATA: Attached is the budget expenditure plan to March 31, 2021.

**I report compliance.**

- 4.0 Fail to annually update Council on specifics of trust funds entrusted to the District. Specifics should include any changes in status regarding trusts, who administered the terms of the trust and who benefited from the trust.

DATA: Attached

The Council has received and reviewed data for the In Trust Scholarship

**I report compliance**

**ANGLOPHONE SCHOOL DISTRICT - EAST  
BUDGET PROPOSAL  
2020-2021**

Account Number	Description	DOE Budget	District ASD-E Proposal COVID	Balance Surplus / (Deficit)
<b>INSTRUCTION</b>				
<b>REGULAR INSTRUCTION</b>				
03-3431-P71100	Regular Salaries	\$102,237,600	\$100,850,745	\$1,386,855
03-3467-P71100	Supply Teachers	\$3,317,800	\$2,748,052	\$569,748
03-4764-P71100	Repair Services Educational Equipment		\$21,000	(\$21,000)
03-4904-P71100	Travel In Province		\$30,000	(\$30,000)
03-5181-P71100	Textbook Allocation		\$233,000	(\$233,000)
03-5189-P71100	Educational and Teaching Materials	\$1,042,200	\$722,925	\$319,275
03-5189-P71100	Educational and Teaching Materials Culinary and Tech.		\$45,827	(\$45,827)
03-5189-P71100	Photocopy Usage		\$186,453	(\$186,453)
03-6064-P71100	Leases - Photocopier and Printers - Schools		\$152,000	(\$152,000)
	School Operating Costs	\$830,282		\$830,282
03-4861-P72100	Telephone & Communications - Schools		\$185,500	(\$185,500)
03-5739-P72100	Stationery, Office Supplies and Forms - Schools		\$45,000	(\$45,000)
03-5189-P72202	Educational and Teaching Materials Library Materials		\$114,000	(\$114,000)
03-6069-P73912	Other Property and Equipment - Schools		\$50,000	(\$50,000)
03-4559-P75200	Transportation Costs Co- Curricular		\$49,000	(\$49,000)
03-4559-P75300	Transportation Costs Extra-Curricular		\$74,000	(\$74,000)
03-3431-P72100	School Admin. Assistants Regular Salaries	\$2,014,100	\$2,012,392	\$1,708
03-3466-P72100	School Admin. Ass. Casual / Replacement Salaries	\$98,600	\$107,000	(\$8,400)
03-3431-P72202	Regular Salaries-Library Assistants	\$539,000	\$543,622	(\$4,622)
03-3431-P72203	Regular Salaries - Educational Leave	\$660,300	\$660,300	\$0
03-3451-P72209	Teacher Working Condition Fund	\$144,200	\$144,200	\$0
03-5241-P73114	Nutrition - Healthy Minds	\$163,300	\$153,300	\$10,000
<b>TOTAL REGULAR INSTRUCTION:</b>		<b>\$111,047,382</b>	<b>\$109,128,316</b>	<b>\$1,919,066</b>
<b>EDUCATIONAL SUPPORT SERVICES</b>				
03-3431-P72301	Regular Salaries - Educational Assistants (500 Fte vs 454.54 Fte)	\$14,305,600	\$15,738,624	(\$1,433,024)
03-6479-P71300	Special Equip. and Supplies ESS	\$50,000	\$50,000	\$0
03-3431-P72301	Salaries - Student Attendants (15 Fte vs 7 Fte)	\$164,500	\$338,471	(\$173,971)
03-3451-P72301	Salaries - Casuals...	\$0	\$175,000	(\$175,000)
03-3466-P72301	Salaries - Replacements	\$733,200	\$714,400	\$18,800
03-4509-P72301	Operating Expenses - Other	\$0	\$10,000	(\$10,000)
03-3431-P73902	Positive Learning (SIW)	\$801,900	\$913,000	(\$111,100)
03-3431-P73902	Regular Salaries - Behavior Intervention Mentor Salaries	\$170,100		\$170,100
03-3466-P73902	Positive Learning (SIW) Replacement costs		\$24,000	(\$24,000)
<b>TOTAL EDUCATIONAL SUPPORT SERVICES:</b>		<b>\$16,225,300</b>	<b>\$17,963,495</b>	<b>(\$1,738,195)</b>
<b>STUDENT SUPPORT SERVICES</b>				
03-3431-P72201	SSE / Psychologist Salaries	\$1,785,800	\$1,685,800	\$100,000
03-5189-P72201	Operating Expenses	\$59,000	\$49,000	\$10,000
<b>TOTAL STUDENT SUPPORT SERVICES:</b>		<b>\$1,844,800</b>	<b>\$1,734,800</b>	<b>\$110,000</b>
<b>INFORMATION TECHNOLOGY</b>				
03-3431-P72402	Regular Salaries - I.T. Technicians & Supplies			\$0
03-4904-P72402	Travel			\$0
03-6071-P72402	I.T. Equipment Repair			\$0
03-6071-P72405	Technology Support ( Software and other )	\$272,000	\$365,000	(\$93,000)
03-3431-P72406	Web Page and I.T. Support			\$0
<b>TOTAL INFORMATION TECHNOLOGY:</b>		<b>\$272,000</b>	<b>\$365,000</b>	<b>(\$93,000)</b>

**PLANT**

<b>OPERATION &amp; MAINTENANCE</b>				
03-3431-P74100	Regular Salaries	\$7,194,500	\$7,136,055	\$58,445
03-3432-P74100	Salaries - Overtime		\$25,000	(\$25,000)
03-3451-P74100	Salaries - Regular Casual			\$0
03-3466-P74100	Replacement Salaries	\$268,500	\$211,800	\$56,700
03-3469-P74100	Salaries Reciprocal Agreement	\$56,800	\$55,000	\$1,800
03-4191-P74100	Facilities Operating Costs	\$6,932,000		\$6,932,000
03-4191-P74100	Facilities Operating Costs (Adjustment)			\$0
03-4252-P74100	Electricity		\$2,527,000	(\$2,527,000)
03-4253-P74100	Water & Sewer		\$430,000	(\$430,000)
03-4513-P74100	Garbage Removal		\$145,000	(\$145,000)
03-4711-P74100	Snow Removal		\$650,000	(\$650,000)
03-4721-P74100	Educational Facilities - Rental	\$875,376	\$875,376	\$0
03-4731-P74100	Vehicle Expenses Chargeback	\$265,700	\$287,500	(\$21,800)
03-4861-P74100	Phones		\$8,000	(\$8,000)
03-4904-P74100	Travel In Province		\$8,000	(\$8,000)
03-5331-P74100	Heating Fuel - Oil		\$75,000	(\$75,000)
03-5332-P74100	Heating Fuel - Natural Gas		\$850,000	(\$850,000)
03-5339-P74100	Heating Fuel - Propane		\$45,000	(\$45,000)
03-5339-P74100	Heating Fuel - Pellets		\$40,000	(\$40,000)
03-4514-P74110	Oil Remediation Project - Marshview & Havelock	\$7,200	\$7,000	\$200
<b>TOTAL PLANT:</b>		<b>\$15,600,076</b>	<b>\$13,375,731</b>	<b>\$2,224,345</b>
<b>MINOR RENOVATIONS</b>				
03-4514-P74120	Minor Renovations		\$1,000,000	(\$1,000,000)
03-3451-P74120	Casual Salaries - Extra Help (Maintenance Crew)		\$85,000	(\$85,000)
03-4529-P74120	Monitoring and Security Systems		\$19,000	(\$19,000)
03-4539-P74120	Inspection Services		\$75,000	(\$75,000)
03-5413-P74120	Plant & Cleaning Supplies		\$255,000	(\$255,000)
<b>TOTAL MINOR RENOVATIONS:</b>			<b>\$1,434,000</b>	<b>(\$1,434,000)</b>
<b>VANDALISM</b>				
03-4519-P74101	Minor Renovations		\$20,000	(\$20,000)
<b>TOTAL PLANT AND MAINTENANCE:</b>		<b>\$15,600,076</b>	<b>\$14,829,731</b>	<b>\$770,345</b>

**PUPIL TRANSPORTATION**

<b>TRANSPORTATION</b>				
03-3431-P75100	Regular Salaries	\$2,938,800	\$2,828,800	\$110,000
03-3432-P75100	Salaries - Overtime		\$21,000	(\$21,000)
03-3451-P75100	Casual		\$50,000	(\$50,000)
03-3466-P75100	Salaries - Replacement Drivers	\$156,900	\$114,000	\$42,900
03-3705-P75100	Bus Block Heater Allowance	\$13,700	\$8,500	\$5,200
03-3706-P75100	Bus Driver Medical	\$7,200	\$7,000	\$200
03-4554-P75100	Contracted Conveyance	\$2,668,500	\$2,338,500	\$330,000
03-4731-P75100	Bus Operation & Maintenance Chargeback	\$2,176,700	\$2,131,700	\$45,000
03-4869-P75100	Communication Costs and Special Projects	\$25,000	\$25,000	\$0
03-4904-P75100	Travel in Province	\$1,000	\$1,000	\$0
<b>TOTAL PUPIL TRANSPORTATION:</b>		<b>\$7,987,800</b>	<b>\$7,525,500</b>	<b>\$462,300</b>

**DISTRICT / OFFICE of THE SUPERINTENDENT OPERATIONS**

<b>S.D. PARENT ADVISORY COUNCIL</b>				
03-4509-P76100	Other Services PSSC School	\$35,000	\$35,000	\$0
03-3449-P76100	DEC Compensation	\$39,000	\$33,000	\$6,000
03-4509-P76100	Other Services DEC	\$33,000	\$33,000	\$0
<b>TOTAL S.D. PARENT ADVISORY COUNCIL:</b>		<b>\$107,000</b>	<b>\$101,000</b>	<b>\$6,000</b>
<b>OFFICE OF THE SUPERINTENDENT and ED. CENTRES</b>				
03-3431-P76200	Regular Salaries - Office of the Superintendent	\$1,900,400	\$4,145,629	(\$2,245,229)
03-3431-P76200	Regular Salaries - Education Centers	\$2,038,600		\$2,038,600
	Regular Salaries - Education Centers - IT			\$0
03-3451-P76200	Casual Salaries	\$25,000	\$25,000	\$0
03-3466-P76200	Replacement Salaries	\$35,000	\$35,000	\$0
	Special Projects (D. Office and Other ongoing Projects)	\$37,000	\$292,000	(\$255,000)
03-3701-P76200	Membership Dues and Fees		\$15,000	(\$15,000)
03-4031-P76200	Advertising		\$3,500	(\$3,500)
03-4067-P76200	Data Network Fee		\$4,000	(\$4,000)
03-4071-P76200	Maintenance Service Charges,		\$12,000	(\$12,000)
03-4505-P76200	Business Meeting Expenses		\$8,000	(\$8,000)
03-4505-P76200	Communications		\$4,000	(\$4,000)
03-4509-P76200	Other Services	\$620,000		\$620,000
03-4509-P76200	Investigations		\$20,000	(\$20,000)
03-4611-P76200	Postage, Courier & Freight		\$45,000	(\$45,000)
03-4701-P76200	Printing and Copying		\$25,000	(\$25,000)
03-4727-P76200	Office Equipment Rental		\$2,000	(\$2,000)
03-4731-P76200	Vehicle Management Chargeback		\$4,000	(\$4,000)
03-4764-P76200	Office Equipment Repairs & Service		\$2,500	(\$2,500)
03-4861-P76200	Telephone & Communications		\$55,000	(\$55,000)
03-4904-P76200	Travel in Province	\$12,000	\$62,000	(\$50,000)
03-4907-P76200	Travel Out-of-Province		\$0	\$0
03-4911-P76200	Registration and Conference Fees		\$17,000	(\$17,000)
03-5739-P76200	Stationery, Office Supplies		\$35,000	(\$35,000)
03-6071-P76200	Computer Hardware		\$20,000	(\$20,000)
03-6064-P76200	Copier / Printer Leases		\$15,000	(\$15,000)
03-6479-P76200	Office Furniture & Equipment		\$15,000	(\$15,000)
03-4509-P76200	Operating Expenses	\$106,118		\$106,118
				\$0
03-4721-P76400	District Office Lease	\$319,624	\$319,624	\$0
	First Nation	\$75,000	\$75,000	\$0
	Contingency			\$0
<b>TOTAL OFFICE of the SUPERINTENDENT and ED. CENTRES</b>		<b>\$5,168,742</b>	<b>\$5,256,253</b>	<b>(\$87,511)</b>
<b>Other Services</b>				
03-3431-P72211	Community Regular Salaries - Coordinators	\$321,900	\$321,900	\$0
03-3431-P73914	Youth Futures	\$149,500	\$149,500	\$0
<b>TOTAL OFFICE Other Services</b>		<b>\$471,400</b>	<b>\$471,400</b>	<b>\$0</b>
<b>TOTAL DISTRICT OPERATING / OFFICE of the SUPERINTENDENT</b>		<b>\$5,747,142</b>	<b>\$5,828,653</b>	<b>(\$81,511)</b>
<b>EMPLOYEE BENEFITS</b>				
<b>EMPLOYEE BENEFITS</b>				
03-3429-P77100	Pension Benefits to Pensioners	\$4,300	\$4,300	\$0
03-3441-P77100	Vacation Pay	\$1,852,400	\$1,939,376	(\$86,976)
03-3466-P77100	Replacement Workers WCB			\$0
03-3601-P77100	Group Insurance	\$42,500	\$60,000	(\$17,500)
03-3602-P77100	Canada Pension Plan	\$5,614,900	\$5,655,835	(\$40,935)
03-3603-P77100	Health & Dental Insurance	\$1,709,500	\$1,709,500	\$0
03-3604-P77100	Employment Insurance	\$2,147,600	\$2,167,223	(\$19,623)
03-3704-P77100	Clothing Allowance (CUPE)	\$77,900	\$65,000	\$12,900
03-5122-P77100	Safety Boot Allowance (CUPE)	\$19,400	\$18,400	\$1,000
03-3709-P77100	Other Benefits (Flu shots, other)	\$20,100	\$18,200	\$1,900
03-4509-P76600	Workplace Accommodation	\$45,000	\$30,000	\$15,000
03-4509-P76600	Wellness		\$15,000	(\$15,000)
<b>TOTAL EMPLOYEE BENEFITS:</b>		<b>\$11,533,600</b>	<b>\$11,682,833</b>	<b>(\$149,233)</b>
<b>GRAND TOTAL</b>		<b>\$170,258,100</b>	<b>\$169,058,328</b>	<b>\$1,199,772</b>
Accumulated Surplus as of March 31, 2019, District Special Project		\$308,558	\$0	\$308,558
DEC.. MHS Field Special Allocation (last Installment)			\$40,000	(\$40,000)
COVID April to Aug. Savings		(\$1,468,330)	\$0	(\$1,468,330)
<b>ADJUSTED GRAND TOTAL</b>		<b>\$169,098,328</b>	<b>\$169,098,328</b>	<b>\$0</b>

ANGLOPHONE EAST SCHOOL DISTRICT  
IN TRUST AND SCHOLARSHIPS  
2019/2020 School Year  
at September 30, 2020

Name of Trust	Principal Amount	Terms and Guidelines	2019-2020 Scholarship or Award	Recipient June 2020	Interest Earned on GIC	School
Fred Magee Entrance Tuition Scholarship Fund	\$26,000.00	Award based on interest. Recipient must be a graduate of TRHS. Remaining interest to be added to principal amount.	\$500.00	Avery Marks	\$248.35	TRHS
G/M Wright Memorial Scholarship	\$10,000.00	Award based on interest earned in the year. Recipient should reside in the Stoney Creek area. Attending accredited University or Community College. Financial need will be considered.	\$150.00	Emma Holmden	\$120.00	CRHS
Judge W.W. Wells Memorial	\$10,000.00	Award based on the interest earned in the year. Recipient should be desirous of becoming a lawyer.	\$150.00	Alexia Thompson	\$120.00	HTHS
Thomas H. Dickson Memorial Scholarship	\$25,000.00	Award of \$1000 - one to a graduate of HTHS, and if enough money then one to a graduate of MHS as well. Recipient must be furthering studies in the Emergency field.	\$150.00	Gracie Strang	\$116.15	HTHS
Dr. O.J. McCully Memorial Scholarship	\$10,000.00	Award based on interest earned in the year. Recipient should be desirous of becoming a medical doctor.	\$150.00	Flora Machovsky Mendes Pinto	\$120.00	MHS
Emily B. Wood in Memory of Dr. George J. Oulton Scholarship	\$50,000.00	Scholarship preferably in Science and Mathematics to a graduate of MHS	\$250.00	Larissa Doiron	\$232.30	MHS
Dorchester Trust	\$700.00	Post interest earned to Dorchester School Scholarship account			\$12.66	Dorchester
Moncton 100 Footsteps Scholarship	\$4,942.86	Bank Balance as of March 31, 2020	\$4,961.63	No award		
MacNaughton Library Trust Fund	\$2,000.00	Post interest earned to BMHS Scholarship account			\$30.40	BMHS
William & Tyra Quartermain Scholarship	\$40,000 Original Investment (must be \$1,000 scholarship per year)	A scholarship of at least \$1,000 is to be awarded to an academically deserving student, preferably a graduate of MHS, intending to further his or her education in the field of Technical Drafting or Architecture	\$1,000.00	Tuan Pham	\$374.00	MHS
Paul & Phyllis Blakney Memorial Scholarship	\$30,000 Original Investment (up to three \$1,000 scholarships per year)	Up to three scholarships of \$1,000 is to be awarded to students pursuing careers in Christian ministry, veterinary sciences, forestry, child-care, or policing.	\$2,000.00	Kaitlin Barrett Hayley Gallant	\$243.33	TRHS
Bud White Memorial Scholarship	\$80,754.19 Original Investment (must be \$1,000 scholarship per year)	A scholarship of at least \$1,000 is to be awarded to a needy student who is not eligible to receive other financial awards.	\$1,000.00	Paigge Brown-Bourgeois	\$357.28	TRHS
Blaine Hicks Memorial Scholarship	\$35,714 Original Deposit (must be \$1,000 scholarship per year)	A scholarship of \$1,000 is to be awarded to a graduate of TRHS. (Possibly more than one)	2 of \$1,000	Jax Wells, Bill Jakob	new GIC	TRHS

**CGL: Account Analysis with Budget - Summary by Date**

Apr-20- Oct-20 Date range:

Coding From: 20.2075.2003.P569.0000.P76100  
 Coding To : 20.2075.2003.P569.0000.P76100

October 20, 2020  
 Email: [guy.richard@nbed.nb.ca](mailto:guy.richard@nbed.nb.ca)  
 Responsibility: General Ledger Inquiry (ASDE)

<u>Activity/Sub account</u>	<u>Document</u>	<u>Description</u>	<u>Budget</u>	<u>Actuals</u>	<u>Commitments</u>	<u>Remaining Balance</u>
<u>DATE_Acct/Task/Option/Activity</u>						
Activity P76100-DEC/PARENT SCH SUPP COMM						
Sub account 3449-OTHER C S PAYROLL			33,000.00	16,250.00	0.00	16,750.00
Sub account 4491-CATERING SERVICES			0.00	278.25	0.00	(278.25)
Sub account 4505-BUSINESS MEETING EXPENSES			33,000.00	0.00	0.00	33,000.00
Sub account 4509-OTHER SERVICES			40,000.00	0.00	0.00	40,000.00
Sub account 4514-MINOR RENOVATIONS			0.00	40,000.00	0.00	(40,000.00)
Sub account 4902-KILOMETRES IN PROVINCE			0.00	176.84	0.00	(176.84)
Sub account 5639-OTHER SUPPLIES			0.00	120.55	0.00	(120.55)
Sub account 5739-OTHER STY FORMS OFF SUPP			0.00	41.40	0.00	(41.40)
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<b>Activity P76100-DEC/PARENT SCH SUPP COMM</b>			<b>106,000.00</b>	<b>56,867.04</b>	<b>0.00</b>	<b>49,132.96</b>
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<b>Grand Total</b>			<b>106,000.00</b>	<b>56,867.04</b>	<b>0.00</b>	<b>49,132.96</b>
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